

# CITY OF HELENA



**Position Title:** Building Maintenance Technician I and II

**Department:** Community Facilities

**Division:** Civic Center

**Grade:** 122 / 127

**FLSA:** Non-Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

The purpose of these positions is to perform a full range of custodial and building maintenance duties related to the care, maintenance, and cleaning of assigned buildings and facilities; and to set up facility rooms for various events and meetings.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## **Building Maintenance and Custodial**

These positions are responsible for participating in routine building maintenance duties such as patching and painting walls and woodwork, monitoring and replacing light fixtures, assisting in in-house construction projects and identifying and reporting maintenance needs in assigned facility. The incumbent performs several custodial duties such as cleaning and sanitizing rest room facilities and fixtures including sinks, urinals and toilets; replenish restroom supplies; sweep, vacuum, mop, wax, strip and polish floors; vacuum and shampoo carpets; dust and polish furniture, woodwork, fixtures, and equipment; wash windows, mirrors and walls; clean desks and countertops; empty, clean and sanitize waste receptacles and ash trays; and replace lights and adjust shades and blinds. The positions also maintain areas around the buildings, removing trash and obstacles, sweeping walkways, and removing ice and snow from walkways, stairs and parking lots.

## **Event Responsibilities**

These positions set up rooms for events, conferences and meetings. This involves moving and arranging furniture and equipment. The incumbents monitor the event activities, ensuring fire and safety codes are met and prevent damage to building. They work with the event producer to coordinate needs and to resolve problems in the facility during events. The incumbents are also responsible for locking up and securing the building each evening and after events.

## **Building Maintenance Technician II only**

At this level, the incumbent may operate building heating and cooling systems and set-up and operate sound systems in the building.

## **Essential Knowledge, Skills and Abilities Related to this Position:**

### **Knowledge of:**

- Practices, methods, equipment, tools and materials used in custodial work and routine building maintenance or light construction.

### **Skill or ability to:**

- Operate a variety of custodial and building maintenance equipment safely and effectively
- Perform routine electrical, carpentry, plumbing, painting and repair duties.
- Understand and follow oral and written directions
- Work independently in the absence of supervision
- Communicate clearly and concisely, both orally and in writing
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work

**Physical Demands:**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 40 lbs.; exposure to cold, heat, noise, outdoors, chemicals, dust, mechanical hazards, and electrical hazards; availability for shift work, on-call, and call back..

**Minimum Qualifications (Education, Experience and Training):**

**Building Maintenance Technician I :** This level requires a minimum of a high school graduation or equivalent and at least one year of custodial and building maintenance experience.

**Building Maintenance Technician II:** This level requires a minimum of a high school graduation or equivalent and at least three years of custodial and building maintenance experience, two years of working with the public, and two years experience operating commercial heating and cooling systems, sound systems and building equipment; or two years as a Building Maintenance Tech I for the City of Helena.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

**Supervision Received:**

Direct supervision and guidance of the Civic Center Manager

**Supervision Exercised:**

**Building Maintenance Technician I :** None

**Building Maintenance Technician II:** May supervise temporary turn-around staff

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.